P11D / P9D AND COMPANY CARS

INTRODUCTION

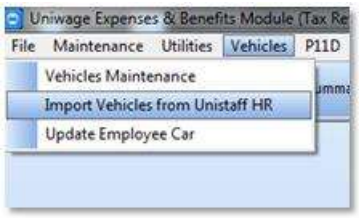
With the arrival of self-assessment, the P11D and P9D forms (for employees on lower earnings) have been redesigned. These forms show information on additional benefits such as company cars, shared use of vans, living accommodation, and relocation expenses. Everything not covered by a dispensation must be recorded. You must ensure that your dispensations are in writing and are still valid.

This section provides detailed help in understanding the structure of the P11D and P9D options. It is designed to help the payroll administrator in setting up and administering P11D and P9D information. It should be read in conjunction with the HMRC publication 480 : *Expenses and Benefits – A Tax Guide*.

P11D forms and P9D forms can be printed for each employee. Carval Computing prints to its own HMRC approved substitute P11D/P9D form.

UPLOADING DATA TO THE P11D MODULE

The P11D module (aka the Expenses and Benefits module) is largely reliant on manual data entry. If company cars are being recorded and updated through Unistaff, these details can be imported into the P11D module through the 'Vehicles' menu option :



Alternatively the updating of company cars and their allocation can be recorded directly in the P11D module itself through the same menu option using the 'Update Employee Car' function.

To get around the task of having to manually enter significant numbers of expenses and benefits data, customers do have the option to use a Carval utility called HRCSVImport. This utility, which is available on the Carval CD, allows for the importing of data from a spreadsheet directly into the P11D tables in the database thereby avoiding the lengthy task of manual keying.

It is strongly recommended, however, that customers enlist the help of Carval to achieve this. The layout of the spreadsheet must match the layout of the fields in the relevant tables in the database and Carval consultants and Support Desk Analysts have easier access to this type of information and so can offer expert guidance.

Please note that while this guidance is given free of charge, where a customer has decided to use the HRCSVImport utility without help from Carval and mistakes are made, a charge may be levied by Carval to correct the P11D data in the database.

MAINTENANCE - P11D CONTROL, CAR FUEL & MILEAGE CONTROL, ETC.

Car system parameters are set up on this screen for values used in the car calculations for P11Ds. These values updated as part of the *Import File Update* screen under *Government Parameters* in the main UNIWAGE application.

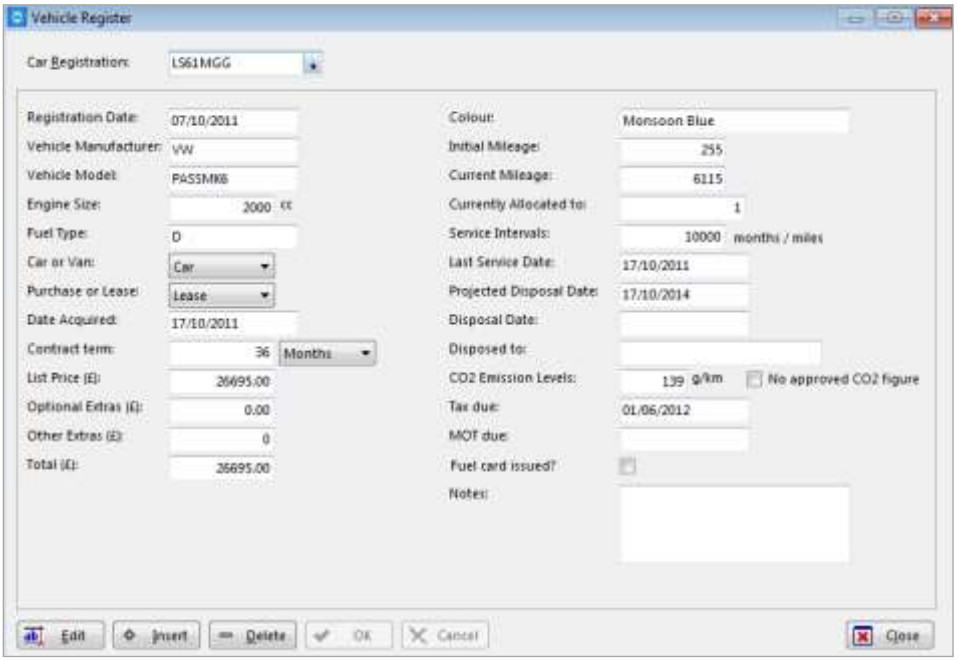
VEHICLES - MAINTENANCE

All Car Benefit vehicles must be set up within this screen **or** within *Global Parameters - Vehicles*.

This screen provides an easy method of recording information about each car or van for use in the benefits records, and also to help manage the fleet. By setting up vehicles in this screen, a car or van can then be assigned to an employee through the UNISTAFF module - *Company Benefits - Car Details* or using the P11D Entry screen.

For P11D purposes once vehicle details have been entered, employees can be assigned to the vehicles as well as the benefit details being entered using the *P11D Entry* screen within the Expenses & Benefits module and in turn these details can be viewed as a summary using the *P11D Summary* screen.

There is a report available through *Standard Reports - Car Details - Registration Number Enquiry*. Here you can enter all or part of the registration number and the system will then check and report back the name of the employee to whom the vehicle belongs. Employees' private vehicle registration numbers can also be stored and searched for.



Car Registration

This field is the unique key which identifies every vehicle entered on this screen. Users can select a current registration number from the search button which displays a list of vehicles by registration number, make, model, and registration date or add a new car registration number.

Registration Date

Date of registration of the vehicle. This can be entered manually or by using the drop down calendar.

Vehicle Manufacturer

Enter the manufacturer of the vehicle. This can be selected from the search button or a new vehicle manufacturer can be inserted.

Vehicle Model

Enter the model of the vehicle. This can be selected from the search button or a new model of vehicle can be inserted.

Engine Size

Enter the size of the vehicle's engine in CCs.

Fuel Type

Fuel letter key relating to the fuel type used. These can be selected by using the search button. These are maintained in the *Expenses and Benefits* module under *Maintenance - Fuel Types*. They will be updated when the *Import File Update*, under *Government Parameters*, is run.

Car or Van

Using the dropdown, select whether the vehicle is a car or van.

Purchase or Lease

Using the dropdown, select if the vehicle is purchased or leased.

Date Acquired

Enter the acquisition date of the car or van.

List Price (£)

The List Price (or Market Value) of the car, including the price of the standard accessories that come with the car.

Optional Extras (£)

Any outlay on optional extras for the vehicle.

Other Extras (£)

Price of accessories added **after** the vehicle was first available to the employee (minimum £100.00).

Total (£)

The total price of the vehicle with all the extras added.

Colour

Enter the colour of the vehicle.

Initial Mileage

Enter the mileage on the vehicle when purchased.

Current Mileage

Enter the current mileage on the vehicle.

Currently Allocated to

If the vehicle is assigned solely to one employee, then that employee's Personnel Number can be entered here. Alternatively use the search button to find the personnel number of the employee.

NOTE: This option is used for information only purposes. As one vehicle might well be assigned to more than one employee during the year. The vehicle will be assigned to the employee using the *P11D Entry* screen.

CO2 emission levels (grams/km)

The level of APPROVED carbon dioxide emissions in grams per kilometre.

No approved CO2 figure

From 2011 tax year, a zero band has been introduced for CO2 emissions. This only applies to cars registered on or after 1st January 1998, as all vehicles before that only use the Engine Size (CC) to calculate the Car Benefit Charge.

By default, this new field will be set to True where the existing CO2 emissions field is zero.

Service Intervals (months/miles)

Enter the regularity of servicing for the vehicle in months or miles.

Last Service Date

Enter the date that the vehicle was last serviced.

Disposal Date

Enter the date on which the vehicle was disposed of.

Disposed to

To whom the vehicle was disposed.

Notes

Enter any further information about the vehicle.

P11D SUMMARY

The P11D Summary screen will show an overview of benefits for an employee.

If entries have been made under the *P11D Entry* screen, you will notice on the *P11D Summary* screen, within the *Expenses & Benefits* module, that the section will now have drilldowns available(showing as '+' symbols). If this is clicked, another line of information will appear in yellow; this will show the description of the benefit. If you then double-click on this description, it will bring up the *P11D Entry* screen. This screen can then be edited or deleted. If you choose to delete the record, the system will ask you for confirmation.

Tax Year

Enter the tax year for which the P11D is being calculated.

Clock number

Enter or search for the clock number of the employee whose details you wish to view.

P11D ENTRY

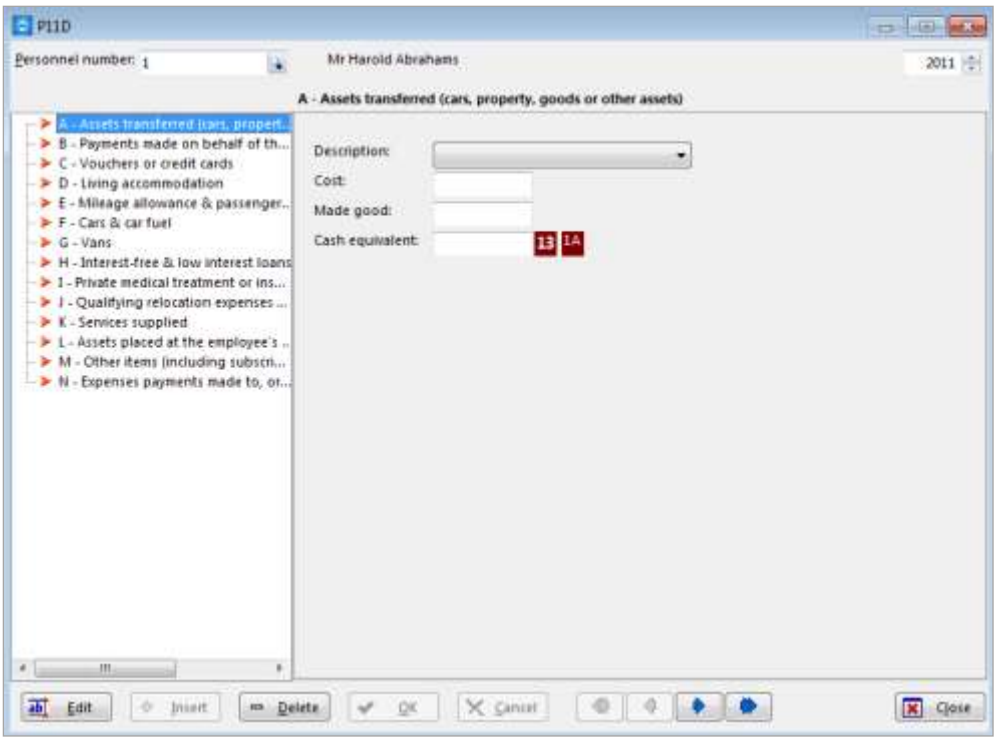
This screen is used to enter the P11D details; it lists only those fields that need to be entered as well as the final result; it will **not** list all of the intermediate calculated fields.

It is best used with a copy of the HMRC P11D Return of expenses payments and benefits not covered by a dispensation sheet available as this clearly describes the functions of the various boxes.

Where a number is shown in white on black on the input screen, it corresponds to the same numbered box on the HMRC form.

The P11D Return contains 14 sections, labelled A - N. This is simulated on the *Direct Entry* screen. In order to move to a section, select the required section and then click on the **Edit** or **Insert** button. The user can now enter the details as described by the P11D Return form.

For the working sheets, the calculation steps can be viewed by clicking the *'How was this calculated?'* link which shows how the final values were achieved. This report can be printed for reference.



A - Assets transferred	
Description	Select from the list
Cost	Cost / Market value of asset
Made Good	Made good by employee or from which tax deducted
Cash Equivalent	Calculated by the program

B - Payments made on behalf of the employee	
Description	Select from the list
Amount Paid	
Tax	

C - Vouchers and credit cards	
Gross Amount	Select from the list

Made Good	Made good by employee or from which tax deducted
Taxable Payment	Calculated by the program

D - Living Accommodation	
Accommodation	Cost of accommodation (including cost of improvement)
Employee payments	Payments made by the employee towards the cost / grant of the tenancy
Rent Paid (employer)	Rent paid by you or other people for employee's accommodation
Annual Value	Annual value of accommodation (see P11D Guide)
Employee Made Good	Amount made good to you by the employee for accommodation
Basic Charge	Calculated by the program

E - Mileage Allowance	
Vehicle type	Select from list
Payments made	Total of all mileage payments made
Total miles travelled	Enter the number of Business miles paid in A
Then tab through the screen, and the system will calculate if any benefit occurs	
Total taxable payments	Calculated by the program

F - Cars and car fuel
See *Company Cars* section below

G - Vans	
Van registration	Registration number of van
Days unavailable	Number of days the van was unavailable
Other employees sharing	Number of employees sharing the van
Private payments	Any contribution made by the employee

Van benefit charge	Calculated by the program
Fuel provided	Tick this box if fuel is provided
Fuel withdrawn	Date fuel was withdrawn (if applicable)
Fuel reinstated	Tick this box if fuel has been reinstated
Additional days unavailable	Additional number of days the fuel was unavailable
Van fuel benefit charge	Calculated by the program

H - Interest free and low interest loans	
For each employee, up to 5 loan details can be entered. To modify the details of a loan, select the loan number from the dropdown list and click **Edit**. In order to add new loan details, click **Insert**. To remove loan details, select the loan number from the dropdown list and click **Delete**. As the user enters the requested values in the fields for the Loan costs, the cash equivalent values are automatically calculated. By using the [TAB] key to move between the fields, the user will be moved to the next field which requires a user defined value; the user will not need or be able to modify any of the calculated value fields.	
Reason for loan	Select from list
Loan start (if in tax year)	Enter date the loan was taken out (if in tax year)
Loan end (if in tax year)	Enter date the loan ended (if in tax year)
Joint borrowers	Number of joint borrowers
Max balance at start	Maximum balance on day loan was taken out, or beginning of Tax Year whichever is later
Max balance at end	Maximum balance on day loan was discharged, or at the end of Tax Year whichever is earlier
Complete tax months	The number of complete tax months in tax year for which the loan was current
Interest paid by borrower	The amount of interest paid during tax year
Cash equivalent	Calculated by the program

I - Private medical treatment or insurance	
Cost to you	Cost to the employer

Made good	Value made good by employee or from which tax deducted
Cash equivalent	Calculated by the program

J - Qualifying relocation expenses payments	
Gross amount	Cost to the employer
Cost to employer	Cost to the employer
Cost to employee	Cost borne by the employee
Accommodation	Accommodation
Previous Benefits	Amount of expenses and benefits incurred before tax year
Total	Calculated by the program

K - Services supplied	
Cost to you	Cost to the employer
Made good	Value made good by employee or from which tax deducted
Cash equivalent	Calculated by the program

L - Assets placed at the employee's disposal	
Description	Select from the list
Annual value	Annual value plus expenses incurred
Made good	Value made good by employee or from which tax deducted
Cash equivalent	Calculated by the program

M - Other items	
Description	Select from the list
Annual value	Annual value plus expenses incurred

Made good	Value made good by employee or from which tax deducted
Cash equivalent	Calculated by the program

N - Expenses payments made to, or on behalf of, the employee	
Payment type	Select from the list
Annual value	Annual value plus expenses incurred
Made good	Value made good by employee or from which tax deducted
Cash equivalent	Calculated by the program

COMPANY CARS

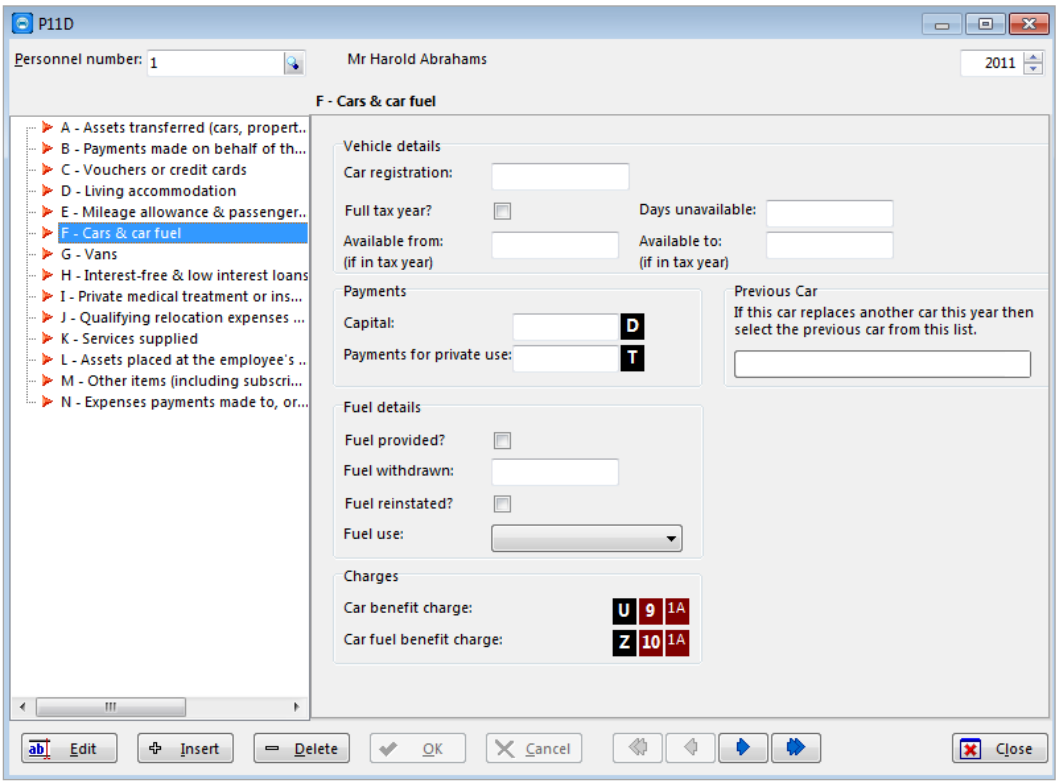
In the same way that company cars can be set up either through *Global Parameters - Vehicles* or through the Expenses and Benefits under *Vehicles Maintenance*, there are two ways of assigning company cars to employees :

- within the UNISTAFF module of the main Carval HR Unity system [*Company Benefits - Car Details]*
- through the Expenses and Benefits module [*P11D Entry - F. Cars and car fuel*]

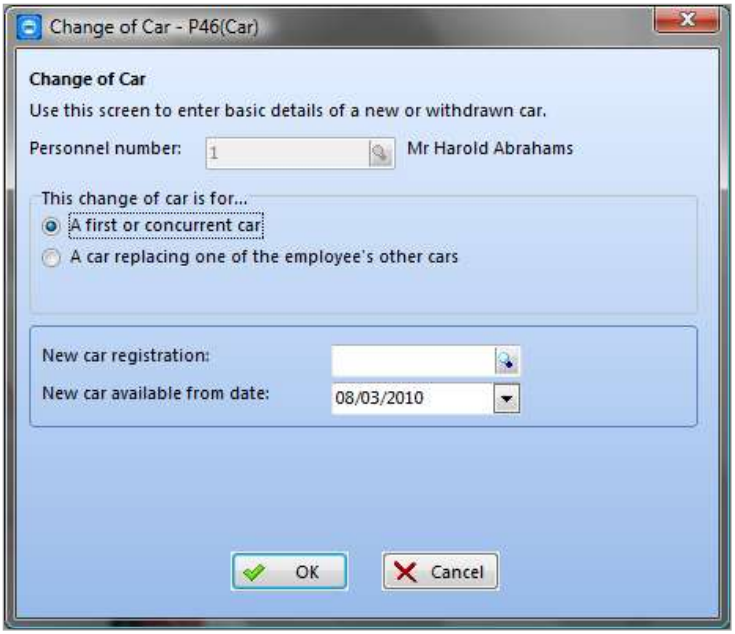
EXPENSES AND BENEFITS

Go to P11D Entry and select the employee. Ensure you are looking at the correct tax year (check the box in the top right corner of the screen).

IMPORTANT: Remember that the Carval system uses the first part of the tax year, e.g. Tax Year 2011/2012 will show in Carval as Tax Year 2011.

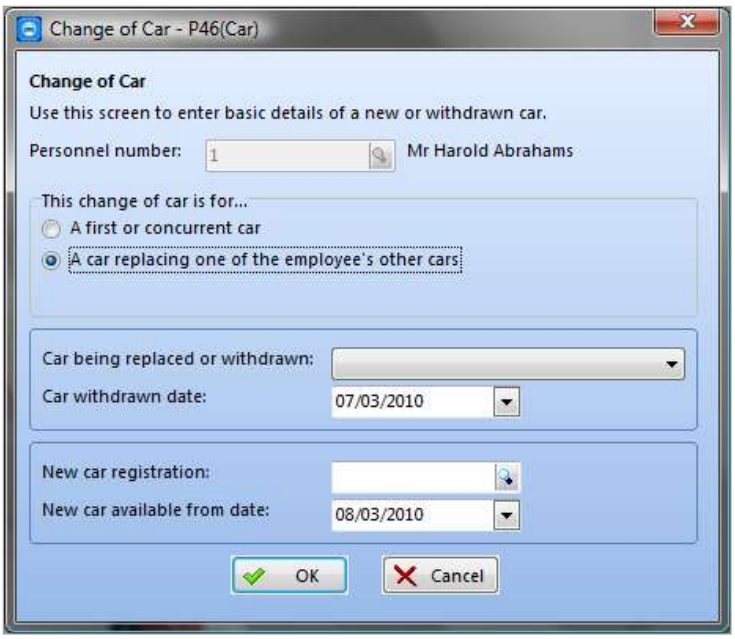


Select section F on the left side and then click **Insert** to add new details.


Change of Car - P46(Car)
Change of Car
Use this screen to enter basic details of a new or withdrawn car.
Personnel number:
1
Mr Harold Abrahams
This change of car is for...
A first or concurrent car
A car replacing one of the employee's other cars
New car registration:
New car available from date:
08/03/2010
OK
Cancel

If it is the first or concurrent car for this employee, select the registration number and enter the date from which the car is available and click **OK**. This will take you back to the main screen. The Carval system will calculate the days in the tax year that the car is unavailable. Also on the P11D screen you should enter any capital and/or private use payments the employee has made. You should also enter any fuel details associated with this car.

If the car being assigned is replacing one of the employee's existing cars, select the second option and you will see the screen shown below.



From here use the dropdown list to select the car that is being replaced or withdrawn, and enter the withdrawal date (if blank or incorrect). Then use the lookup button to select the new car registration and

enter the date from which this car is available, and click **OK**. This will take you back to the main screen. The Carval system will calculate the days in the tax year that the car is unavailable. Also on the P11D screen you should enter any capital and/or private use payments the employee has made. You should also enter any fuel details associated with this car.